**Part II Policies for Purchasing items of Various Amounts**

At the end of each school year, schools are budgeted an amount of money to use in the purchase of supplies for the following year. This amount is usually based on a per pupil assessment and is leveled equally across the district. These kinds of supplies include the regular classroom equipment found in any normal classroom (e.g. crayons, scissors, pencils, glue, notebooks, etc..). Purchase orders are completed by the individual classroom teacher, with the final order being placed by the school secretary. These purchases are usually done through common vendors with whom the district has an account. The district purchasing secretary shares the access codes with school secretaries, but all orders are placed on the Garfield county School District Accounts. Deliveries are taken at the district warehouse and delivered to individual schools.

Purchase of other items that are not considered standard supplies for the classroom (sound equipment, digital cameras, smart boards, computers, etc.) must follow the process through the district office and its appropriate department (transportation, technology, activities, etc…). These are first approved by the principal, and then sent through the district office, then back to the school for completion of the final order. The district Business Administrator is the one who has his finger on the financial pulse of the district and each school. For very large fund requests, he will decide whether or not to approve the funding for such purchases and then the superintendent will provide the go ahead based on need.

Trust lands funds have been used to purchase some larger more expensive equipment such as smart boards, iPods and other technologies. The process then goes through the community council and requires the approval of that group, but seems to bypass the district level of approval somewhat. Usually, teachers are polled to see what desires they have for use of the trust lands funds, then these ideas are presented to the community council. Sometimes this process works vice versa.

One more recent option given to our school for use with purchases outside of the major supply and equipment purchases described above is a credit card. Our principal has a district issued card on which a limit is placed by the district. We can use this card to purchase small items and maybe other supplies. These kinds of items could be things that we might find on sale at Wal-Mart, for example. We have also been allowed to use it for online purchases and the like. All of these purchases must be approved by the principal first, he then requires a receipt for his accounting to the district.

I was not able to determine a specific amount where district approval is required. We were questioned on the purchase of a digital camera for a classroom which cost around $200. We were required to go through the district maintenance man to purchase a piece of equipment that cost $10,000.